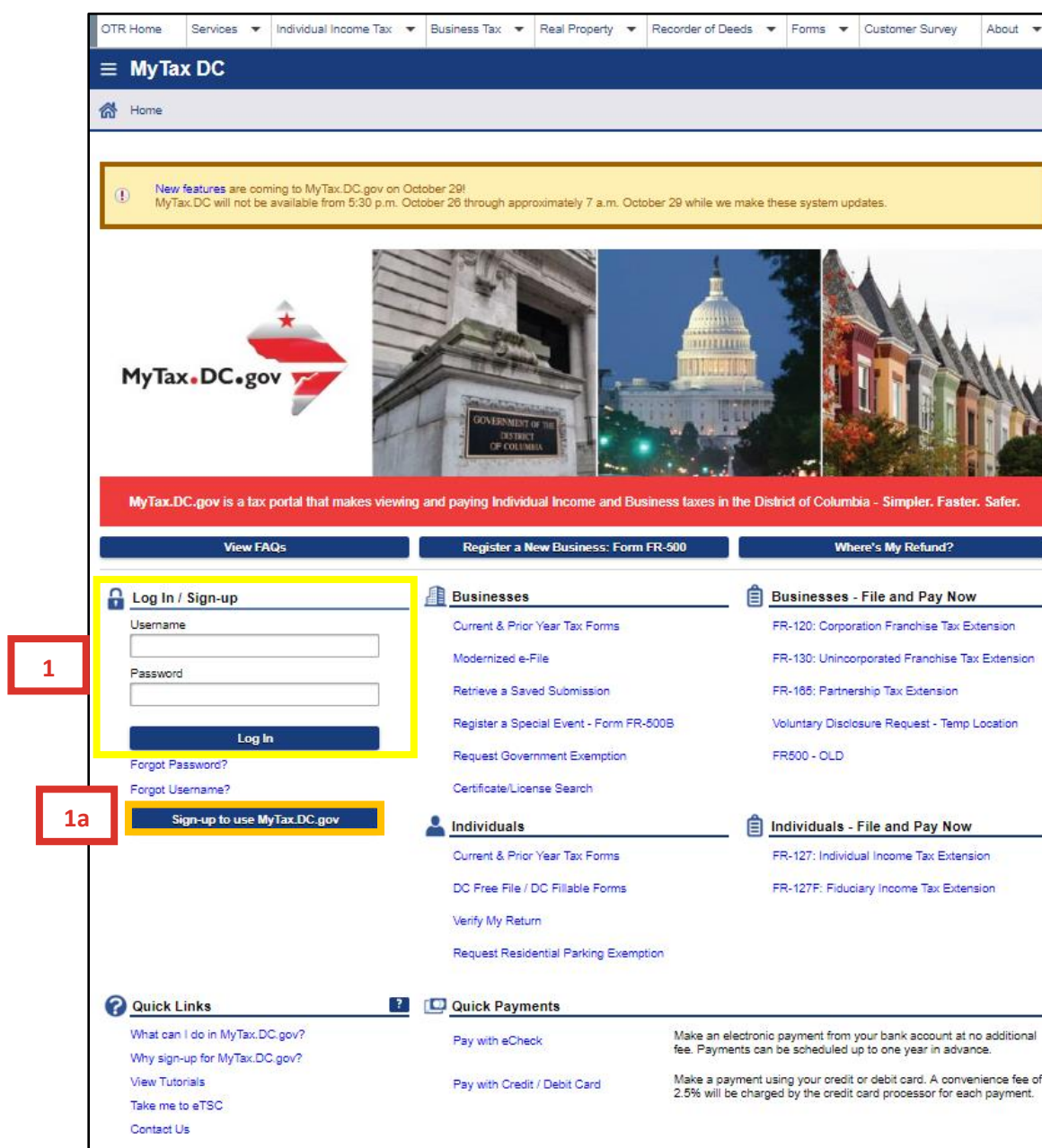


# MyTax.DC.gov User Guide:

## How to File a Gross Receipts Tax Return

Utility providers can follow this step-by-step guide to learn how to file a District of Columbia Gross Receipts tax return electronically at [MyTax.DC.gov](https://MyTax.DC.gov).

**Note:** The steps in this tutorial can be applied to the following Gross Receipts tax returns: Local Calls (FR-27U), Heating Oil (FR-27H), Electricity Provider (FR-27E), Commercial Mobile (FR-27M), Natural Gas (FR-27NU) and Toll Telecommunication (FR-27T).



The screenshot shows the MyTax.DC.gov homepage. A red box labeled '1' highlights the 'Log In / Sign-up' section, which includes fields for Username and Password, a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. A red box labeled '1a' highlights the 'Sign-up to use MyTax.DC.gov' button located below the login section. The page also features a navigation bar at the top, a banner for new features, a carousel of images, and various service links for businesses and individuals.

1. From the [MyTax.DC.gov](https://MyTax.DC.gov) homepage, log in using your **Username** and **Password**.
  - a. If you do not have a [MyTax.DC.gov](https://MyTax.DC.gov) account, click **Sign-up to use MyTax.DC.gov** to register for an account (click [here](#) to access the “How to Sign up for MyTax.DC.gov” user guide).

**MyTax DC** Welcome, DEVER HOME SUPPLY [Settings](#) [Log Off](#)

[Home](#)

**Logon** **Alerts** **I Want To** [More...](#)




> DEVER HOME SUPPLY  
 username@dc.gov  
 +1 (202) 000-0000  
 Last logged on 22-May-2018  
**Balance: \$30,000.00**

[Add your NAICS Code](#)  
[View My Web Profile](#)  
[Send OTR a message](#)  
[View FAQ's](#)  
[Manage payments and returns](#)  
[Register a New Tax Account](#)  
[Go Paperless](#)

**2** **Accounts** Submissions Correspondence Names and Addresses Exemptions Logons

**Accounts** [View Accounts](#)

Filter

 Cable TV, Satellite, Video or Radio Distribution Tax	414-001027208	DEVER HOME SUPPLY	\$10,000.00
 Commercial Mobile Service	412-001027209	DEVER HOME SUPPLY	\$10,000.00
 Public Utility	410-001027207	DEVER HOME SUPPLY	\$10,000.00

[Register a New Tax Account](#)


2. In the user profile, under the **Accounts** tab, click the applicable **Gross Receipts** hyperlink. For this example, we selected **Cable TV, Satellite, Video or Radio Distribution Tax**.

**Cable TV, Satellite, Video or Radio Distr...** Welcome, Test8 [Settings](#) [Log Off](#)

[Home](#) > Cable TV, Satellite, Video or Radio Distribution Tax


**Account** **Account Alerts** **I Want To** [More...](#)

DEVER HOME SUPPLY  
 00027-58967  
 > Cable TV, Satellite, Video or Radio Distribution Tax  
 414-001027208  
**Balance: \$10,000.00**

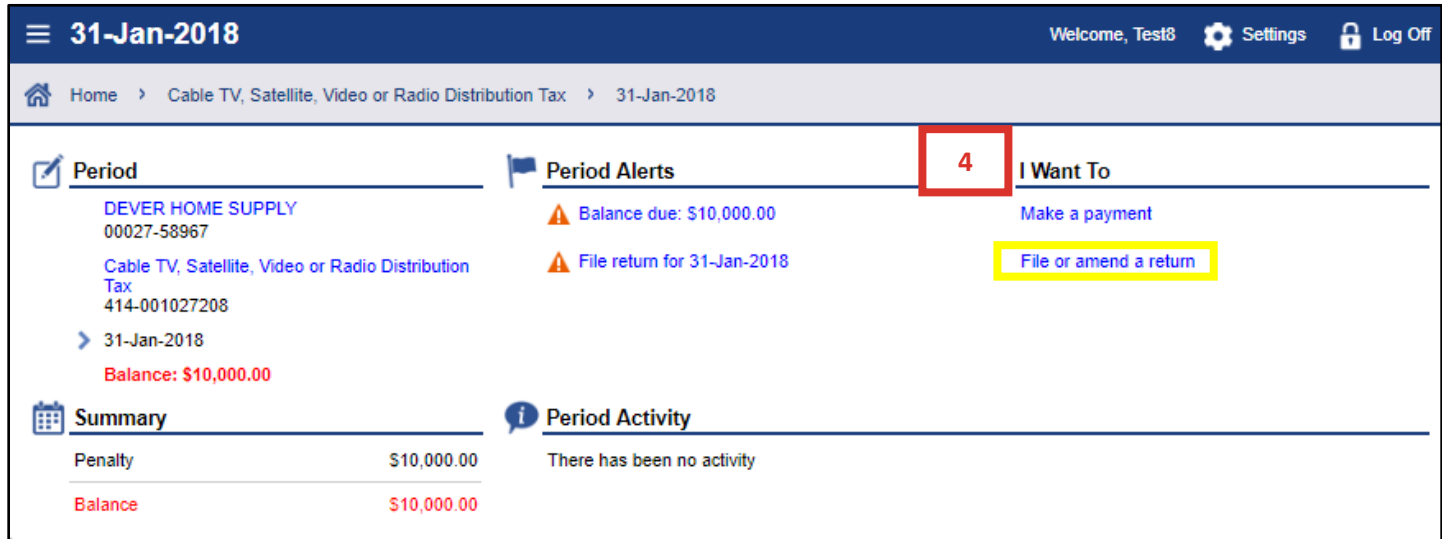
 File return for 31-Jan-2018  
[Generic Refund Request](#)  
[Request to Close Account](#)  
[Make a payment](#)  
[Manage payments and returns](#)  
[Request a Penalty Waiver](#)

**3** **Periods** Submissions Correspondence Names and Addresses Logons

**Periods** [View Periods](#)

31-Jan-2018	\$10,000.00	 File Return
-------------	-------------	---

3. Under the **Periods** tab, select the period that you are filing the tax return.



31-Jan-2018

Welcome, Test8 Settings Log Off

Home > Cable TV, Satellite, Video or Radio Distribution Tax > 31-Jan-2018

**Period**

DEVER HOME SUPPLY  
00027-58967  
Cable TV, Satellite, Video or Radio Distribution Tax  
414-001027208  
> 31-Jan-2018  
Balance: \$10,000.00

**Period Alerts**

Balance due: \$10,000.00  
File return for 31-Jan-2018

**I Want To**

Make a payment  
File or amend a return

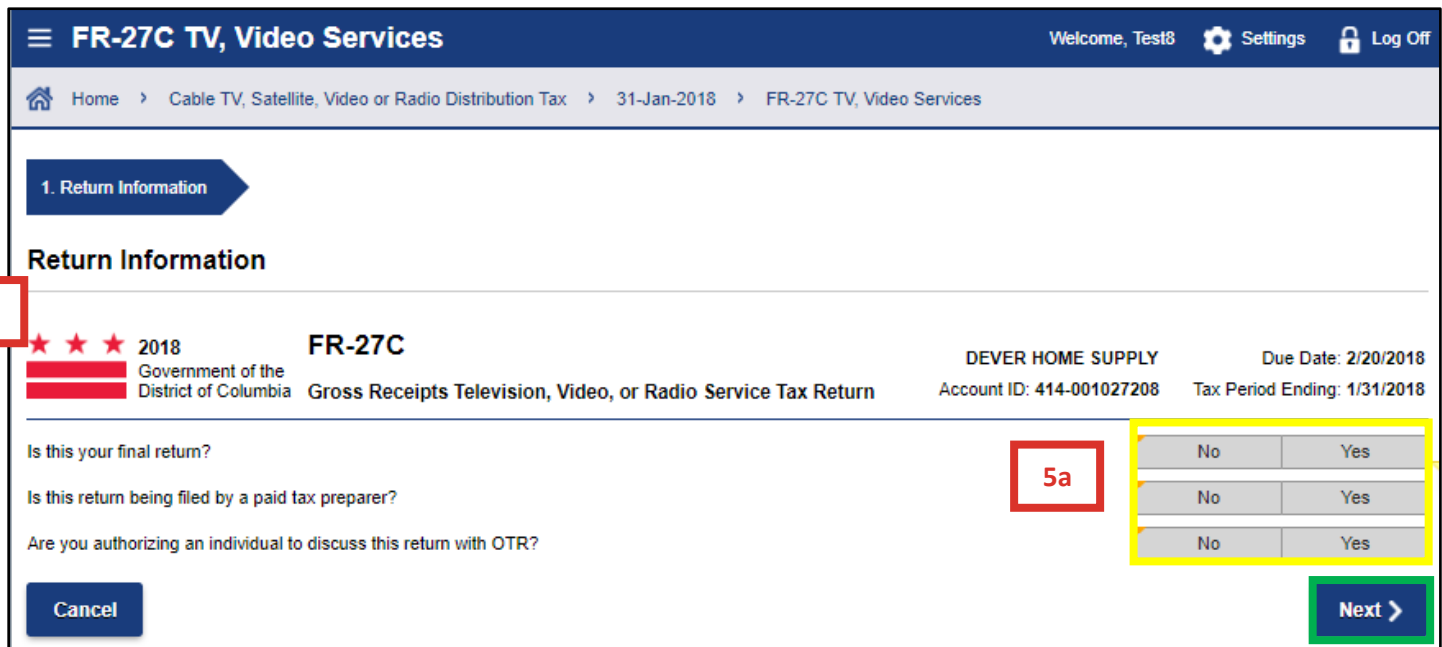
**Summary**

Penalty	\$10,000.00
Balance	\$10,000.00

**Period Activity**

There has been no activity

4. Under **I Want To**, click the **File or amend a return** hyperlink to begin filing the tax return.



FR-27C TV, Video Services

Welcome, Test8 Settings Log Off

Home > Cable TV, Satellite, Video or Radio Distribution Tax > 31-Jan-2018 > FR-27C TV, Video Services

**1. Return Information**

**Return Information**

5

★ ★ ★ 2018 **FR-27C**  
Government of the District of Columbia Gross Receipts Television, Video, or Radio Service Tax Return

DEVER HOME SUPPLY Due Date: 2/20/2018  
Account ID: 414-001027208 Tax Period Ending: 1/31/2018

Is this your final return?

Is this return being filed by a paid tax preparer?

Are you authorizing an individual to discuss this return with OTR?

5a

No	Yes
No	Yes
No	Yes

Cancel Next >

5. The **FR-27C Gross Receipts Television, Video, or Radio Service Tax Return** will appear.
- Answer the **Return Information** questions by clicking **YES** or **NO** on the right side of the screen.
  - Click **Next**.

FR-27C TV, Video Services

Welcome, Test8 Settings Log Off

Home > Cable TV, Satellite, Video or Radio Distribution Tax > 31-Jan-2018 > FR-27C TV, Video Services

1. Return Information 2. File the FR-27C

**File the FR-27C**

6 ★ ★ ★ 2018 **FR-27C**  
Government of the  
District of Columbia Gross Receipts Television, Video, or Radio Service Tax Return

DEVER HOME SUPPLY Due Date: 2/20/2018  
Account ID: 414-001027208 Tax Period Ending: 1/31/2018

	Amount
1. Total Gross Receipts	<input type="text" value="\$0.00"/>
2. Less: Bad Debt Deduction	<input type="text" value="\$0.00"/>
3. Taxable Gross Receipts	<input type="text" value="\$0.00"/>
4. Tax Rate	<input type="text" value="0.1000"/>
5. Total Amount Due	<input type="text" value="\$0.00"/>

Cancel 6a < Previous Next >

6. On the **File the FR-27C** page, enter the value(s) in the editable spaces where applicable, under **Amount** (highlighted in yellow). If there is a liability, the system will automatically calculate the **Total Amount Due** on **Line 5**.
- Click **Next**.

FR-27C TV, Video Services

Welcome, Test8 Settings Log Off

Home > Cable TV, Satellite, Video or Radio Distribution Tax > 31-Jan-2018 > FR-27C TV, Video Services

1. Return Information 2. File the FR-27C 3. Payment Options

### Payment Options

**7** [Payment Information](#)

I would like to: Required Required

Cancel **7a** < Previous Submit

7. From the **Payment Options** page, select the appropriate **Payment Information** from the drop-down menu bar.

**Note:** You may choose **No Payment is Needed** from the drop-down menu bar when you are filing a zero return. The option **Pay Later** allows you to schedule your payment up to one year in advance. For this example, we will choose to **Pay through eCheck**.

- a. Click **Submit**.

FR-27C TV, Video Services

Welcome, Test8 Settings Log Off

Home > Cable TV, Satellite, Video or Radio Distribution Tax > 31-Jan-2018 > FR-27C TV, Video Services

1. Return Information
2. File the FR-27C
3. Payment Options

### Payment Options

#### Payment Information

I would like to: Pay Through eCheck

You can schedule a payment on or up to the due date of the return (2/20/2018) by adjusting the payment date below.

Period	8 Payment Method	8b Payment
<p>DEVER HOME SUPPLY 00027-58967 Cable TV, Satellite, Video or Radio Distribution Tax 414-001027208</p> <p>&gt; 31-Jan-2018</p>	<p>Type <span>Direct Debit - US Bank</span></p> <p>Bank Account Type <span>Required</span></p> <p>Routing Number <span>Required</span></p> <p>Account Number <span>Required</span></p> <p>Confirm Account Number <span>Required</span></p>	<p>Payment Date <span>28-Sep-2018</span></p> <p>Amount <span>\$10,000.00</span></p> <p>Confirm Amount <span>Required</span></p>

8a Save this payment method for future use

8c

8. Enter your bank account information into the **Payment Method** section including **Bank Account Type**, **Routing Number**, and **Account Number**. **Confirm** your **Account Number**.
  - a. If you would like [MyTax.DC.gov](https://mytax.dc.gov) to store your bank account information, click **Yes** beneath **Save this payment for future use**. For this example, we selected **No**.
  - b. In the **Payment** section, choose a **Payment Date**.  
**Note:** When paying with an eCheck, you can choose a future payment date up to one year from the date you authorized your payment on our system. Enter the **Amount** of your payment and **Confirm** that amount.
  - c. Click **Submit**.

**Ready to submit this return?**

Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.

I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of **\$10,000.00**.

Enter your password below to electronically sign this return.

Password **9**

**Required**

**9a** **OK** **Cancel**

9. In the **Ready to submit this return?** pop-up window, enter your [MyTax.DC.gov](https://mytax.dc.gov) Password, which will act as your electronic signature.
  - a. Click **Ok**.

**Confirmation** Welcome, Test8 Settings Log Off

Home > Cable TV, Satellite, Video or Radio Distribution Tax > 31-Jan-2018 > FR-27C TV, Video Services > Confirmation

**Confirmation**

Your return has been successfully submitted to the District of Columbia Office of Tax and Revenue. Please print a copy of this page for your records.

Your request confirmation number is **0-000-104-241**

Tax Type: FR-27C - Gross Receipts Television, Video, or Radio Service Tax Return  
Filed For: 414-001027208  
DEVER HOME SUPPLY  
Period Ending: 31-Jan-2018  
Balance Due: \$10,000.00  
Submitted Date: 28-Sep-2018 3:43:24 PM

Contact Us:  
(202) 759-1946  
[e-services.otr@dc.gov](mailto:e-services.otr@dc.gov)

**Printable View** **10** **OK**

10. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.